



Risk Assessment – Generic Work at Height

Description of Work at Height Activity					
Location Details					
What measures/equipment are you using to prevent a fall, or to minimise the distance of a fall?					
Description of Work at Height hazards		<ul style="list-style-type: none">• Falls from height.• Use of unsafe or inappropriate equipment.• Accessing fragile surfaces.• Wearing inappropriate clothing and footwear.• Slippery uneven surfaces.• Poor weather or lighting conditions.• Height of fall.• Lack of experience/training (contact healthandsafety@soas.ac.uk for support). <p>The hazards will differ depending on the location, activity being carried out, equipment being used and height of fall and therefore any hazards or controls not addressed above or below should be included at the end of the generic risk assessment.</p>			
Assessors Name:		Signature		Date:	
Reviewed by:		Signature & Title		Date:	



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Hazard	Yes	No	What Are You Already Doing Generic Controls	Actioned Yes/No	Further Action needed
1 – TASK					
Will the member of staff be using a ladder?			Only the provided Kick Stools and Safety Ladders are to be used.		
Use both hand for the task?			Staff are to retain three points of contact (two feet and a hand) with Kick Stools & Safety Ladders as far as reasonably practical, through seeking assistance from a colleague to pass items up to be put on shelves or placing them at an accessible half way point prior to climbing up the steps.		
Does the task involve staff reaching above their head?			Make sure the Kick Stool or Safety Ladder is the correct height for the work that is planned.		
Does the task involve staff reaching to the side?			Never work sideways. If necessary, get down, and move the Kick Stool or Safety Ladder to a closer position to the work. Never over reach.		
Does the task involve staff lifting, handling or supporting loads?			Store heavy or large items at the bottom and smaller, lighter items higher up on shelves. Re-organise storage areas as necessary to accommodate.		
Does the task involve working at height for long periods (greater than 20-30 minutes)			Take frequent breaks and reduce time spent working at height as far as reasonably practicable.		
Other – please specify					



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2 –INDIVIDUAL					
Has the individual have the required experience and training?			<p>Staff should:</p> <ul style="list-style-type: none"> ➤ Undertake the required Manual Handling training. ➤ Received and read a copy of the SOAS Work at height guidance. ➤ Contact healthandsafety@soas.ac.uk for additional support and guidance. 		
Are there any health issues that need to be considered e.g. vertigo/giddiness?			No staff to use Kick Stools or Safety Steps if they have a medical condition, or are taking medication that could affect their safety, or are under the influence of drugs or alcohol. Any staff with health issues that may affect their ability to work should “People Services” (HR) for Occupational Health advise/support.		
Will the individual's clothing restrict movement or stability?			Wear firm, flat soled shoes. Never work in high heels, bare feet or slipper. Do not work in “flowing” clothes that could present a trip hazard or could catch on equipment.		
Other – please specify					



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3 –LOAD /EQUIPMENT					
Are there lots of items to be carried or moved?			Where possible try to break loads down into smaller weights to be carried. Ensure that these are packaged safely to allow a good grip hold, before working at height. Take breaks throughout the work and rotate jobs with other members of staff if appropriate.		
Is the load heavy and awkward?			Do not carry loads of more than 10 kg at a time.		
Is the safety ladder stable?			Check that the safety ladder is stable when locked into the correct position before it is used.		
Has the Safety Ladder/Kick Stool been visually inspected for signs of faults by a competent person before use.			Staff should receive and read a copy of the SOAS Work at Height Guidance which includes inspection guidance. Any issues to be raised with Campus Services and Safety ladder/Kick Stool removed from use until resolved.		
Has the Safety Ladder or Kick Stool been included in the estates maintenance regime as required?			Liaise with Campus Services if this is not the case and refrain from using in the interim.		
Are there any risk from falling objects?			If there is a risk of anything falling that could injure someone, make sure no one comes into the area below the work. Nothing should be thrown down from a Safety Ladder or Kick Stool.		
Other – please specify					



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4 –ENVIRONMENT					
Is the surface uneven?			Equipment must be placed on a firm, level surface.		
Is the lighting suitable?			Ensure sufficient lighting conditions and contact Campus Services to address any issues.		
Are there people moving underneath or nearby the Safety Ladder or Kick Stool			Ensure other staff keep clear of the area when working at height is being carried out.		
Other – please specify					